

October 3, 2014

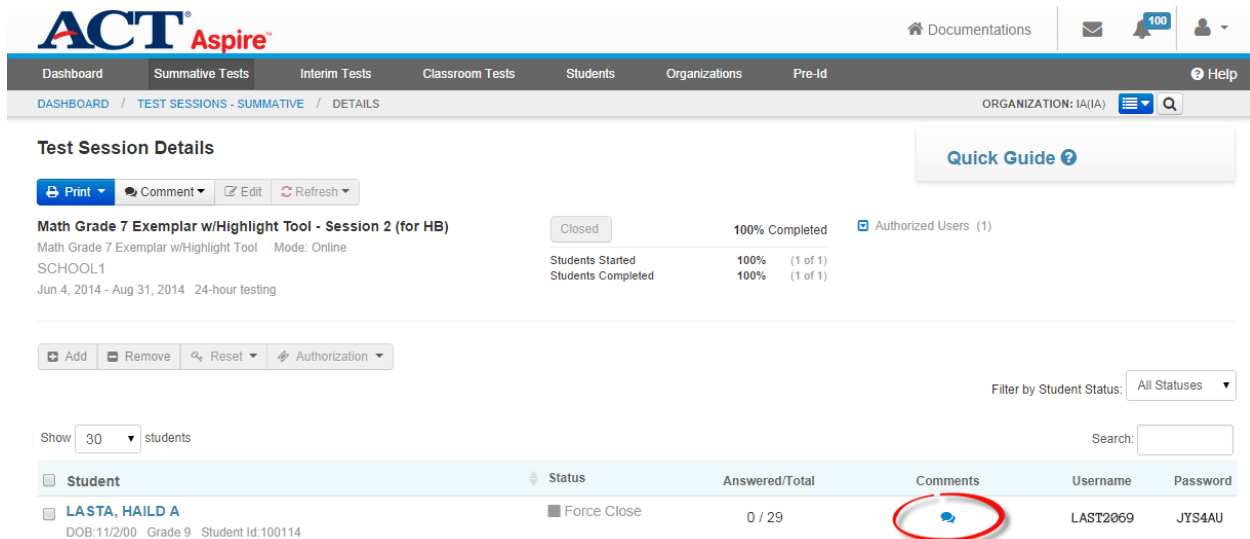
To: Wisconsin High Schools

Re: Recording parent/guardian opt-out for the ACT Aspire Fall 2014 Administration

Q.	When is parent/guardian opt-out allowed?
A.	When a parent or guardian requests that the student be excused from participating in the WSAS, this request must be honored at grades 4, 8, 9-11, per Wis. Stats. 118.30(2)(b)3. . This request may come at any time during the testing window. All students excused by parent opt-out are marked as “not tested” students in school and district reporting determinations.
Q.	How does a parent/guardian request an opt-out for their student?
A.	A parent must submit a written request for student opt-out to the principal or the school board. Per Wis. Stats. 118.30(2)(b)3. , if the student is in grades 4, 8, and 9-11 the request must be granted. However, if the student is not in the above mentioned grade levels, the decision to grant the request is at the discretion of the school board.

If a parent or guardian requests an opt-out of the ACT Aspire for their 9th grade student, the following steps should be followed:

1. Within each test session, go to the respective student and select the Comments option.



The screenshot displays the ACT Aspire web application interface. At the top, the navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Students', 'Organizations', and 'Pre-Id'. The 'Students' tab is selected. Below the navigation bar, the 'Test Session Details' section is visible, showing the session name 'Math Grade 7 Exemplar w/Highlight Tool - Session 2 (for HB)' and its status 'Closed'. The session is 100% completed. Below this, there is a table of students. The student 'LASTA, HAILD A' is listed with a status of 'Force Close' and '0 / 29' answered. The 'Comments' column header is circled in red, and the 'Comments' icon (a speech bubble) is also circled in red.

2. Within the “Comments” screen, click on the drop-down “Available Reasons” box, select “No show – did not test”.

Comment for Student

Available Reasons *

Examinee —

- ☐ Item challenge
- ☐ ID/admission
- ☐ Illness during test
- ☐ Late
- ☒ No show - did not test
- ☐ Student took Online Test

Environment / Materials ▾

Selected Reason

No Reason selected. Select from Available Reasons.

Comment *

Please type comment here.. Max 200 characters

Save

Cancel

3. Also, within the “Comments” screen, within the “Comment” box, enter “Parent/guardian opt-out”.

Comment for Student

Available Reasons *

Examinee —

- ☐ Item challenge
- ☐ ID/admission
- ☐ Illness during test
- ☐ Late
- ☒ No show - did not test
- ☐ Student took Paper Test

Technical ▾

Staff ▾

Environment / Materials ▾

Selected Reason

Examinee

✕ No show - did not test

Comment *

Parent/guardian opt-out


Save

Cancel

4. Click the “Save” (blue button) in the lower right of the “Comments” Dialog Box.

Comment for Student

Available Reasons *

Examinee 

☐ Item Challenge


☐ ID/admission


☐ Illness during test


☐ Late

☒ No show - did not test

☐ Student took Paper Test

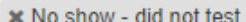
Technical 

Staff 

Environment / Materials 

Selected Reason

Examinee



Comment *

Parent/guardian opt-out

Save

Cancel